

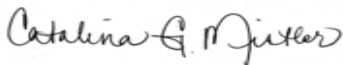


# OPERATIONS MEMO

June 10, 2008

GOM 2008-11

**TO:** High School Counselors

**FROM:** Catalina Mistler   
Chief, Program Administration & Services Division

**CONTACT:** Program Administration & Services Division  
Phone: (888) 294-0153  
Fax: (916) 526-8002  
E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

**SUBJECT:** 2008–09 Cal Grant Entitlement High School Graduation Confirmation Process for High School Counselors

The purpose of this Operations Memo is to inform High School Counselors that processes are now in place to facilitate the requirement to confirm high school graduation of new Cal Grant Entitlement participants.

Confirmation of high school graduation is now required for new Cal Grant Entitlement participants. Beginning with the 2008-09 Entitlement awards, the Commission's WebGrants system will be used to record high school graduation confirmations from high schools, colleges, students and California Student Aid Commission (Commission) staff. We have created a system that will confirm a new participant's high school graduation.

The system will allow confirmation from various sources as follows:

## Confirmation by High Schools

High schools may certify a participant's high school graduation on the WebGrants "High School Graduation Verification" screen which is accessible on the GPA menu in WebGrants. This user friendly process allows high school staff to quickly confirm Cal Grant awardees who have graduated from high school. High schools should refer to the WebGrants "High School Graduation Confirmation for High Schools" User Guide available on the WebGrants Help screen and enclosed with this memo.



State of California  
Arnold Schwarzenegger  
Governor

For more information you may contact us at:  
California Student Aid Commission, Program Administration & Services Division  
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 526-8002  
Website: [www.csac.ca.gov](http://www.csac.ca.gov) E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

### Confirmation by Colleges

Colleges will also be able to confirm the student's graduation status in WebGrants either individually or by batch submission.

### Confirmation by Students

Students will be able to confirm their graduation status on WebGrants for Students (WGS). In WGS there is a High School Graduation screen which is accessible on the main Cal Grant menu. Students can also download and submit a paper confirmation using the new 2008-09 California High School Graduation Confirmation Certification Form (G-8). However, the Commission will be encouraging students to confirm on-line using WGS.

### Confirmation by Commission Staff

Commission staff can update a participant's high school graduation status based on documentation of graduation, such as copies of diplomas from students or from the new G-8 form. This form is available on-line at <http://www.csac.ca.gov/doc.asp?id=80>. However, please direct students to WGS to update their high school graduation status as well as to make address changes, school changes and leave of absence requests.

### **Effects of Non-Confirmation**

If a student's high school graduation cannot be confirmed, this will not cause their immediate withdrawal from the Cal Grant program. Students will have until January, 2009 to confirm their high school graduation status. No Cal Grant payments will be made to the student until graduation is confirmed. Cal Grant Entitlement participants who do not graduate by December 31, 2008, must be withdrawn from the program.

If you have questions regarding any of this information, please refer to the enclosed Q & A on High School Graduation Confirmation or contact School Support Services at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

Enclosures: Q & A on High School Graduation Confirmation Process  
WebGrants User Guide: High School Graduation Confirmation for High Schools

*Working together to effectively promote education beyond high school.*